



Kern Community College District
 2100 Chester Avenue
 Bakersfield, CA 93301-4099

- Child Care
- Classified
- Confidential/Management
- Faculty

- Bakersfield College
- Cerro Coso College
- District Office
- Porterville College

Position Requisition Justification

Position: Department Assistant II	
Department:	Date: 08 May 2015
Submitted By: Kristin Hanle	Title: Campus Manager, East Kern
Telephone Number: 661-258-8644	College/District HR Review:

Position funding information

GU001 410SK1 2191 061000CT = 80% RP382 422EQ1 2191 639000CT = 20%

Internal review of position:

A. Explanation why work can't be re-assigned to current staff:

With the expansion of course offerings to the previously unserved community of Tehachapi, staffing is needed to provide front-line customer service. The first step is all-purpose position that can perform general clerical work, support the campus manager and counseling staff, serve as the receptionist, assist with proctoring and assessment, and perform cashiering duties.

There is currently no full-time department assistant at the East Kern Center to provide these front-line services. The campus manager is the only other permanent employee in the East Kern region, and that position is needed to meet with the community and other educational leaders and spend at least two days a week at East Kern's other campus location, Edwards Air Force Base.

B. Impact on College/District if position is not filled

If this position is not filled, the site will not be able to provide the vital services required to greet, in-take, and support students and potential students. Tehachapi, where this position will primarily be housed, is the second largest population base in the service area, and if served to the same degree as the other urban areas in the service area, could eventually generate up to 450 FTES. Front-line support shows the college establishing a presence in Tehachapi and signaling that it is part of the community.

The lack of this most minimal service would challenge the college's attempts to grow in this area; students and community members would look at other colleges in the area where they can get the services they need.

C. Is a temporary employee currently performing the work of this position:

Yes _____ No _____

D. If new position, how is the work assigned to this position presently accomplished:

Previously, the work has been piece-mealed together by a combination of adjunct counselor, educational advisor, and campus manager, who have traded off days to provide coverage once a week. But this has not been even minimally sufficient. And with an even larger set of class offerings starting in Fall 2015, more coverage is required than there are resources available.



Kern Community College District
 2100 Chester Avenue
 Bakersfield, CA 93301-4099

- Child Care
- Classified
- Confidential/Management
- Faculty

- Bakersfield College
- Cerro Coso College
- District Office
- Porterville College

Position Requisition Justification

Position: Educational Advisor/East Kern	
Department: Counseling	Date: June 11, 2015
Submitted By: Heather Ostash	Title: Vice President of Student Services
Telephone Number: (760) 384-6354	College/District HR Review:

Position funding information

11 month-32 hours
 GU001-42FCG1-2191-631000 CS

Internal review of position:

A. Explanation why work can't be re-assigned to current staff:

The work of this position cannot be assigned to existing East Kern staff as the only other position currently associated with the sites is the campus manager. While there are some of the responsibilities of the position that can be addressed by the Campus Manager, the majority of the job description of the Educational Advisor cannot be performed by the Campus Manager. Beyond that, existing staff in the area of counseling are not sufficient to support the needs of the existing Edwards location and the developing Tehachapi location, nor can the needs of these sites be sufficiently addressed at a distance.

The previous educational advisor position served primarily Edwards Air force Base location, with some time spent in supporting the expansion into Tehachapi. Based on the progress made in expanding courses and establishing a presence in Tehachapi, this position will be primarily located in Tehachapi, but continuing to provide advising support at Edwards. Based on the expansion in Tehachapi and the existing needs at Edwards, this position is necessary to meet the advising needs at both sites. In order to establish and grow a program in Tehachapi, there must be a permanent, ongoing staff member to provide consistent service to East Kern students and to assist the campus manager in stabilizing and further developing programs with Edwards, the service area high schools, and expansion into serving Tehachapi. Based on the limited staff at these sites, flexibility in the permanent positions is necessary. Per the job description, this position will have the flexibility to provide financial aid information and assist with Admissions and Records functions, as well as providing advising and other SSSP services. This position will advise on Veterans Benefits as well.

B. Impact on College/District if position is not filled:

East Kern needs advising support on an ongoing and consistent basis by someone who is physically present at the sites. This position will provide students access to scheduling assistance, assessment testing, updating of student educational plans, financial aid advising, exposure to educational and career planning resources and tools, and access to transfer information. Without regular, consistent access to this assistance, enrollment, success, retention, and persistence will be negatively impacted for East Kern development, as will the development and expansion of the Tehachapi location. Under the direction of the campus manager and counseling department and in coordination with the ACCESS Program, this position will be responsible for implementing strategies to increase high school partnership and enrollments and improve student outcomes.

Without this position, the college will not be possible to:

- establish a consistent student support presence at Edwards and Tehachapi
- continue to grow high school partnerships in dual enrollment, concurrent enrollment and the high school yield numbers for service area high schools
- consistently provide SSSP Core Services
- provide financial aid advising
- provide additional admissions and records and enrollment support

Is a temporary employee currently performing the work of this position:

Yes _____ No X

D. If new position, how is the work assigned to this position presently accomplished: